

Microsoft 365 Administrator (MS-102T00)

Duration: 5 days

Audience: Professionnel TI

Who is this training for?

This course is designed for individuals who aspire to the Microsoft 365 administrator role and have completed at least one of the Microsoft 365 role-based administrator certification paths.

Training objectives

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity sync, and Microsoft 365 security and compliance.

Summary

This course replaces Microsoft 365 Identity and Services (MS-100T00) and Microsoft 365 Mobility and Security (MS-101T00). It guides you through managing and configuring your Microsoft 365 tenant, syncing identities through Azure AD Connect, and managing users, licenses, and roles. You'll learn how to deploy Microsoft 365 Apps, secure the environment with Microsoft Defender and Exchange Online Protection, and monitor security health through reports and scores. The training also covers compliance, data governance (archiving, DLP, encryption) and the implementation of classification and sensitivity labels with Microsoft Purview.

Course outline

Learning Path 1: Set up your Microsoft 365 tenant

- Module 1: Set up your Microsoft 365 experience
- Module 2: Manage users, licenses, guests, and contacts in Microsoft 365
- Module 3: Manage groups in Microsoft 365
- Module 4: Add a custom domain in Microsoft 365
- Module 5: Set up customer connectivity to Microsoft 365

Learning path 2: Manage your Microsoft 365 tenant

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Module 1: Manage permissions, roles, and role groups in Microsoft 365

- Module 2: Manage customer health and services in Microsoft 365
- Module 3: Deploy Microsoft 365 Apps for business
- Module 4: Analyze your Microsoft 365 workspace data using Microsoft Viva Insights

Learning path 3: Implement Identity Synchronization

- Module 1: Explore Identity Synchronization
- Module 2: Prepare for Identity Synchronization to Microsoft 365
- Module 3: Implement Directory Synchronization Tools
- Module 4: Manage Synced Identities

Learning Path 4: Manage Identity and Access in Microsoft 365

- Module 1: Investigate Threat Vectors and Data Breaches
- Module 2: Explore the Zero Trust Security Model
- Module 3: Manage Secure User Access in Microsoft 365
- Module 4: Explore Security Solutions in Microsoft Defender XDR
- Module 5: Review Microsoft Security Score
- Module 6: Review Privileged Identity Management in Microsoft Entra ID
- Module 7: Review Microsoft Entra ID Protection

Learning Path 5: Manage your security services in Microsoft Defender XDR

- Module 1: Examine Exchange Online Protection
- Module 2: Examine Microsoft Defender for Office 365
- Module 3: Manage secure attachments
- Module 4: Manage Safe Links

Learning path 6: Implement threat protection using Microsoft Defender XDR

- Module 1: Explore threat intelligence in Microsoft Defender XDR
- Module 2: Implement app protection using Microsoft Defender for Cloud Apps

- Module 3: Implement endpoint protection using Microsoft Defender for Endpoint
- Module 4: Implement threat protection using Microsoft Defender for Office 365

Learning path 7: Explore data governance in Microsoft 365

- Module 1: Review data governance solutions in Microsoft Purview
- Module 2: Explore data management practices in Microsoft 365
- Module 3: Explore retention in Microsoft 365

Learning path 8: Implement compliance in Microsoft 365

- Module 1: Explore compliance in Microsoft 365
- Module 2: Implement insider risk management with Microsoft Purview
- Module 3: Implement Microsoft Purview Implementation Barriers
- Module 4: Explore Data Loss Prevention with Microsoft Purview
- Module 5: Implement Data Loss Prevention with Microsoft Purview

Learning Path 9: Manage Compliance in Microsoft 365

- Module 1: Implement Sensitive Information Classification
- Module 2: Explore Sensitivity Labels
- Module 3: Implement sensitivity labels

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually administer Microsoft 365 environments through real-world exercises inspired by professional scenarios, promoting immediate application of learning. They learn how to manage Microsoft 365 identities, security, compliance, and key services, while ensuring effective governance of environments. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable technical skills to administer and secure Microsoft 365 services in a professional context.

Prerequisites

Prior to taking this course, students should have:

- Completed role-based administrator training such as Messaging, Teamwork, Security, Compliance, or Collaboration
- A perfect understanding of DNS and a basic functional experience with Microsoft 365 services
- A perfect understanding of general IT practices

Recommendations

- Basic knowledge of Microsoft 365 (Exchange, Teams, SharePoint)
- Notions of identity administration (Microsoft Entra ID)
- Understanding of security, compliance and access management concepts
- Experience in cloud service administration (asset)